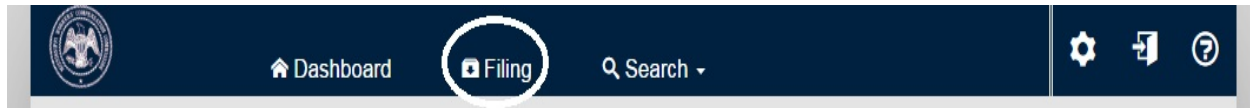


## Filing the Prehearing Statement

To begin the filing process for the prehearing statement. Select “Filing” on the top of the dashboard and it will take you to the first step to filing.



STEP 1: Select the event category “Pre-Hearing”.

1. Then select Prehearing Statement for any new statements.

**Step 1:** Select the Main Event and Document to be filed as a part of this submission.

<b>Event Category:</b>	<div>PRE-HEARING ▾</div>	
<b>Available Events:</b>	<div>PREHEARING STATEMENT AMENDED PREHEARING</div>	

**STEP 2:** The filing process will display a screen for selecting the claim you are trying to file the document under. There are multiple ways to search for a claimant's information.

**AREA 1:** If you already know the MWCC number you can type it directly into the search box and click next at the bottom of the screen. It will pull up the claimant's information automatically on the next screen.

**AREA2:** If you know the claimant's last name you can search for them using this search box followed by clicking on the MWCC #.

**AREA 3:** If you know some of the claimant's MWCC number you can enter it in this search box proceeded by hitting **ENTER** on the keyboard. This will bring up all the results with that MWCC number combination. Find the correct one and click on the MWCC#.

**AREA 4:** If the three above did not work, you can search manually for the claimant. There are four buttons (first page, back one page, forward one page, last page respectively) you can click on to search through the documents. If you also have a substantial amount of claimants on file you can click on the 10 items per page and increase it to 30 (maximum) to help accelerate your searching. Find the correct one and click on the MWCC#.

**AREA 5:** Give you the options of canceling the filing, going back to the previous screen if you click on the wrong option, or next if you have found the correct MWCC# and will proceed with the filing.

MWCC Number:  ?

Claim List: 1 2 3

Claimant: Search: Claimant Last Name MWCC: Search: MWCC							
Claimant Name	MWCC #	Docket	Date of Injury	City	Zip	Employer Name	Status
ALDY, CLARA S.	8616500	D-1092	07/28/86	BRANDON	39042	D. H. HOLMES, INC.	CONTROVERSY ENDED/C...
ALFORD, FREDRICK	9908011	G-5874	08/28/98	MERIDIAN	393...	ATLAS ROOFING CORPOR...	CONTROVERSY ENDED/C...
ANDERSON, PATRICK G.	1501385	M-8419	07/14/14	OVERT	39464	SOUTHERN REFRIGERAT...	HELD IN ABEYANCE (ADM...
BALLARD, POCIAL	1000746	K-6971	08/21/08	MABEN	397...	M D DUNN	CONTROVERSY ENDED/C...
BANKS, PATRICIA A.	0103914	H-0997	11/02/00	CENTERVILLE	396...	SANDERSON FARMS INC	CONTROVERSY ENDED/C...
BARNES, CAROL	9716372	G-1995	09/18/97	SILVER CREEK	39663	LAWRENCE COUNTY SCH...	CONTROVERSY ENDED/C...
BATTLE, JOHNNIE W.	9010690	E-0059	09/27/88	FLORA	39071	CHALLENGER ELECTRIC ...	CONTROVERSY ENDED/C...
BEASLEY, NELLIE	0507109	J-3996	06/27/05	YAZOO CITY	39194	GLOBAL SECTOR SERVIC...	CONTROVERSY ENDED/C...
BEASLEY, ORDELL	0109274	H-3599	07/23/01	YAZOO CITY	39194	JACKSON READY-MIX	HELD IN ABEYANCE (ADM...
BEDFORD, IDA B.	9417233	F-2961	02/23/93	WINSTONVILLE	38781	BAXTER HEALTHCARE CO...	CONTROVERSY ENDED/C...

10 items per page

4

5

Are you sure you want to cancel this filing?

Cancel

Back

Next

**STEP 3:** Filing the required PDFs for the prehearing statement. There is a youtube video to help guide you along the process if needed.

**Before we begin four things:**

- 1.The cover sheet will automatically be created for the proposed exhibit list.
- 2.All documents must be in PDF format.
- 3.A description is required of all documents.
4. The question marks give you useful information if having a problem.

**Prehearing Statement** -Ensure blank forms are signed.

**1.Final Medical Report:** Medical Records can not be more than 50 pages but more than one document can be uploaded here.

**2.Work Search List:** If not applicable, submit a document stating such.

**3.Any Post-MMI Employers:** If not applicable, submit a document stating such.

**4.Any vocational or labor market:** If not applicable, submit a document stating such.

**5.Stipulations:** If not applicable, submit a document stating such. .

**6.Proposed exhibits:** Type doctors name in description for medical and depositions of medical. Also select the DocType as needed. More than one document can be filed here.

**7.Proposed witness list:** Be sure to include notices of all expert depositions.

At the bottom there is more important information to read over and an “I agree” button to check when all documents have been attached. Finally click “Next”

**Step 3:** Select the PDF attachments. [Watch Video Tutorial](#)

Prehearing Statement: ?	
<b>Prehearing Statement:</b>	<b>*Description:</b>
<input type="button" value="Choose File"/> No File Selected.	<input type="text" value="Required..."/>
Attachment 1 - Final Medical Report: ?	
Attachment 2 - Work Search List: ?	
Attachment 3 - Any Post-MMI employers: ?	
Attachment 4 - Any vocational or labor market reports: ?	
Attachment 5 - Stipulations: ?	
Attachment 6 - Proposed exhibits: ?	
Attachment 7 - Proposed witness list: ?	

**Step 4:** Check over all the items that you are submitting and make sure they are correctly labeled and detailed before clicking the complete to upload. If anything is wrong click on the back button and adjust it. There is a warning at the bottom explaining that after hitting “**Complete**” you can not modify it unless you do an amended prehearing statement. Click “complete” and you are done.

**Step 4:** Filing Confirmation and Submission

Docket Text:
<p>PREHEARING STATEMENT</p> <p>by</p> <p><b>Main Document:</b> File: example.pdf Description: example</p> <p><b>Final Medical Reports:</b> Report 1: example.pdf Description: example</p> <p><b>Proposed Exhibits:</b> Proposed Exhibit 1: example.pdf Description: example</p> <p><b>Attachments:</b> Attachment 2: example.pdf Description: example</p> <p>Attachment 3: example.pdf Description: example</p> <p>Attachment 4: example.pdf Description: example</p> <p>Attachment 5: example.pdf Description: example</p> <p>Attachment 7: example.pdf Description: example</p>
<p><b>Attention!!</b></p> <p>Pressing the complete button on this screen completes the filing process. You will have no further opportunity to modify this filing if you continue.</p>